



UNIVERSITY OF  
SOUTHERN MAINE

**APPLICATION FOR ADMISSION TO GRADUATE STUDY**  
*To be returned in DUPLICATE with \$50 nonrefundable application fee to:*

University of Southern Maine  
Office of Graduate Admissions  
P.O. Box 9300  
Portland, Maine 04104-9300

**Please Type or Print Clearly**

1. Name \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE) (MR., MISS., MS., MRS.)

Other names under which academic records may be filed (e.g., maiden name) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Permanent Address \_\_\_\_\_  
STREET CITY & STATE ZIP CODE TELEPHONE NUMBER

Present Mailing Address \_\_\_\_\_  
STREET CITY & STATE ZIP CODE TELEPHONE NUMBER

Business Telephone \_\_\_\_\_ Gender (optional):  Female  Male

Social Security Number \_\_\_\_\_

Your Social Security Number (SSN) is used to verify your identity for administrative, financial aid, and campus employment purposes. If you do not disclose, you may be required to do so at a later date.

2. Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_  
CITY, STATE, AND COUNTRY (IF NOT U.S.A.)

3. Citizen of \_\_\_\_\_ If U.S. Citizen, legal resident of \_\_\_\_\_  
COUNTRY STATE

*If you are a resident alien, please enclose a copy of your green card with your application.*

4. Semester and year for which you are applying: Fall 20\_\_\_\_ Winter 20\_\_\_\_ (MFA only)  
Spring 20\_\_\_\_ Summer 20\_\_\_\_

5. Name of degree program to which you are applying \_\_\_\_\_

6. Major area of concentration, certification, track, etc. (if applicable) \_\_\_\_\_

7. Do you expect to study on a:  
 Full-time basis (9 degree credits or more per semester)  
 Part-time basis (8 degree credits or fewer per semester)

**8. Predominant Ethnic Background (optional):**

Black (non-Hispanic)  Hispanic  American Indian or Alaskan  White (non-Hispanic)  Asian or Pacific Islander

**9. List below all colleges and universities attended (even if a degree was not received), including campuses of the University of Maine System, dates attended, and degrees awarded by each. You must request **two official transcripts** to be sent directly from **each** institution attended, including the University of Southern Maine.**

INSTITUTION	DATES ATTENDED	DEGREE AWARDED

**10. Indicate which standardized examination scores you are submitting in support of your application and indicate date(s) test(s) taken or to be taken. Official scores must be received by the application deadline. Scores are official **only** when sent directly from the testing service. (*This requirement is waived for Stonecoast MFA, Leadership Studies and Occupational Therapy applicants.*)**

TEST NAME	TEST DATE

**11. List all employment within the last five years (current occupation first). If you taught, give grade level, subject taught, and location of school. You may substitute a résumé**

EMPLOYER	POSITION	DATES

**12. List professional and community activities/organizations (related to your proposed program of graduate study) with which you are actively involved. Include any offices held.**

ORGANIZATION	DATES INVOLVED	OFFICES HELD

**13. List published articles or books, research completed or in progress, or any other creative work.**

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**14. Transfer Credit**

To request degree credit for courses taken prior to acceptance, **including courses taken at USM as a non-matriculated student**, provide the following information. *For the transfer credit policies of particular programs, refer to the graduate catalog. (Please note that this section does not apply to 4+1 or 3+2 students.)*

INSTITUTION	COURSE TITLE	# OF CREDITS	SEMESTER/YEAR

I am not requesting degree credit for prior courses.

**15.** List names and titles of three people whom you are asking to send letters of recommendation. Letters of recommendation must be of recent date. They must be written by people qualified, through personal experience with your academic work, to judge your capacity for advanced study. Recommendations must be sent directly from these people to the Office of Graduate Admissions.

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**16.** Do you wish to apply for a graduate assistantship?  Yes  No  
If yes, **contact your program director or department chair** for information on application procedures.

**17. Essay**  
Please refer to the separate *Essay Instructions* for the guidelines that are appropriate for the program to which you are applying.

**18.** Please indicate how you heard about this graduate program (optional) \_\_\_\_\_  
\_\_\_\_\_

**19.** Have you applied previously for admission to a graduate program at USM?  Yes  No  
If yes, program? \_\_\_\_\_ Semester applied for? \_\_\_\_\_

**20.** Have you ever been found responsible for a disciplinary violation at a post-secondary educational institution you have attended, whether related to academic misconduct or behavioral misconduct, that resulted in your suspension, removal, dismissal or expulsion from the institution?  Yes  No

Have you ever been convicted of a misdemeanor, felony or other crime?  Yes  No

If you answered yes to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

By my signature, I certify that, to the best of my knowledge and belief, the information provided in this application is correct and complete and agree to provide substantiation or documentation if requested by the University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

ALL APPLICATION MATERIALS BECOME PART OF THE PERMANENT RECORDS OF USM AND ARE NOT RETURNED. It is your responsibility to be sure your application materials (including your application fee) are complete and have all been received by Graduate Admissions. An admission decision cannot be made until the complete application is received.

In accordance with the Clery Act of 1998, USM publishes the Campus Safety Report. The report includes three years of statistics regarding crime (on campus, on adjacent public property, and in University owned off campus buildings) and campus policies on alcohol and drug use, crime prevention, the reporting of crimes and sexual assaults. The report is available online at [www.usm.maine.edu/police/safetyreport.htm](http://www.usm.maine.edu/police/safetyreport.htm) or by calling the Office of Community Standards at (207) 780-5242 to request a paper copy.

A member of the University of Maine System

The University of Southern Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the executive director, Office of Campus Diversity and Equity, 780-5094, TTY 780-5646.